App F IX

1

1941

Previous References (Ml) Ml 24—38 (164 - 165)

Ml File No 55—41

Serial Nos 23, 24

Later References

GENERAL AND REVENUE SECRETARIAT.

Serial Nos Two

Part B for Dece 1941

SUBJECT

Creation Post of ~~addl~~ assistant record keeper and in the Bangalore City Municipal Office & the promotion of A Rama Rao, Daftaband to the same

To

The Municipal Commissioner
Bangalore City
thro the President
Corporation

Sl 24) L 5143-6 dt 15-12-41
Sanctions the —

Cm 18/12/41

1791
L

General and Revenue Secretariat — ml — File No — of 1941-42 — [App F III—2

Serial No

From the ml Commr, Bclr, thro DOs
No AS 271/41 Dy 18-9-41
Requests sanction to the creation of the Post of an Assistant Record Keeper on Rs 20-1-25 in the city ml office and the appointment of one R Rama Rao to the Post.

1) The need for creating the Post of an Astt Record Keeper has been fully explained in the letter of the ml Commr and the note put up by the President

"S"

2) R Rama Rao who is proposed to be appointed to the Post is a Darkhandband in the city ml office. The Post of Darkhandband & the services of Rama Rao have been treated as one belonging to the Superior service in Govt No L 24-5 ml 24-38 165 Dy 1-7-1939

"T"

3) Submitted for orders

WKB 30/9

4) The proposal involves the creation of a new appointment called "the Assistant Record Keeper" on a pay of Rs 20-1-25 and the promotion of a Darkhandband on Rs 15 thereto.

5) The Secy. C.R.B will be consulted if approved.

Law Secy 30-9-41

SECY LAW DEPT 1 OCT 1941 GOVT OF MYSORE

Note—Contd Sheet

WD 03967—GPB—5 000—30 8 41

Secy C.R.B. with Compts Hm 2 11/10/41

Rs 2 16/11

2174 CRB

File No 179/0252/L of 194 — General and Revenue Secretariat

6) Whether the vacancy will be a promotional one or a recruitment, general or special one — may kindly be intimated — L

Addl by L.L.S.-Br) — 22/10/41

Nc — Pl enquire of the Dy Comr Bcy now

7) Submitted with a draft letter for appl — SA1

CRB 5/10

8) Issued L 6.10.41

To the Dy Comr, Bcy, thro Post

No L2929 — Dy 9-10-41

Enquires whether the appt (vacancy) will be promotional one or a recruitment, general or Special one — Submitted

From the Dy Comr Bcy

No A5-271/41 — Dy 25-10-41

Explains the circumstances under which the Vacancy could not be classified.

9) Submitted. If appd, the file will be sent to the Secy CRB with reference to para 6 supra

CRB 5/11

10) Secretary C.R.B-We) for 6/11/41

11) Who are the two Thrown out candidates and ~~how to be~~ What-/ total service have they put in so ~~for~~ for Please ascertain on phone and put up Record a similar case of a short's post is received After working it up, please link with file & Note- L 7/11/41

SA1 7/11/41

Serial No 12) Subt. The following information was obtained from the Bangalore City municipal Office by phone. The two thrown out CRB candidates referred to in the Municipal Commr's letter of the 25th Oct 41 are — 1) M C Theojopal + 2) Md Ismail Khan

13) M C Theojopaul was assigned to the B'lore City mkty in Notification No 2632/CRB 10-40-1923/41 dt 11/40 He has worked in this unit from 18/3/41 to 15/9/41 + his services were terminated owing to the abolition of the post of a clerk

14) Mohammd Ismail Khan was assigned to the B'lore City mkty in Notification No 5641/CRB 10-40-93330 4/41. He has worked in this unit from 23/6/41 to 4/8/41 + his services were terminated owing to the return of the permanent incumbent from leave.

D 1574/CRB

15) On the file relating to the Shroff's post, recently received, information as to how certain special vacancies in the B'lore City mkty, filled up by appointing Brahmin Candidates, have been compensated, has been called for

17) Urgent. The Advertisement Section will please do the needful, as the connected file referred to, is in that Section 21/11/41

16) The file may be linked to that referred to above 12.11.41 & 13/11/41

18) The file referred to is linked herewith. Secy.

Received today 24/11/41

19) When there are two thrown out C'A's recruited viz M C Jeyopal and

25/11

NOTE—Contn Sheet

Appointment of an Asst Record Keeper
in the Bldgs Circle Mlg

D 2174

File No | of 194 | General and Revenue Secretariat

Serial No

and Mohammed Jowad Khan who have worked in the Municipality for about 6 and 2 months respectively, the proposal to promote B Rama Rao, daftaband, as record-keeper on Rs 20-1-25 will come in the way of the above two recruits. A period of 6 months ought to give sufficient experience to the recruit to work in the records of which is not so, some other experienced official of the Municipality may be deputed to work in the Records and the recruit posted in his place. If this is not possible, the promotion of B Ramarao may as Record-Keeper on Rs 20-1-25/- may count against a future general class II vacancy of a clerk in this unit.

A

27/11/41

Chairman

20

29.11.41

29/11/41

2! Asst Ly & SG Br

Submitted with a draft letter for appl, communicating the above order of the C. R. B

1/12

1/12

Law Secy 1/12/41

23) Hon 2/12/41

23) Issue 2/12/41

TYPING SECTION 2 DEC 1941 SECY-I SECGOTT 1 DEC 1941 GOVT OF MYSORE

General and Revenue Secretariat

8521 V 3333

ml File No of 1941/42

[App F III—2

Serial No	
	To the ml Commr, Bezwada Dis No L4657 Dy 3-12-41
	Calls for information on certain points
	from the ml Commr, Bezwada Dis No AS a71/41 Dy 5-12-41
	Requests, for the reasons stated, that R Rama Rao may be appointed as the Asstt Record Keeper.
	It is stated the CRB is also agreeable to the apptt of R Rama Rao as the Asstt Record Keeper of the Bezwada ml office, subject to the condition that the next general class II vacancy of clerks in the unit is given a set off to this vacancy (Vide para 19 of supra)
	Submitted for orders
	8/12 The recommendation of the Municipal Commr to appoint R Rama Rao, Daffedar, Nellore dist as an Assistant Record Keeper on Rs 20-1-25 in the same office, the next general class II vacancy of clerks in this unit being given as a set off to this vacancy is submitted for

NOTE—Contn Sheet

WD 04155—G1 B—55 000— 3 10 41

Appts of one Asst Record Keeper Bangalore

Secy Secty

File No 55 of 1941

General and Revenue Secretariat

Serial No

orders Kind reference is invited to the opinion of the C. R. B office in paras 1 & 2 ante supra

Law Secy for 12/12

SECY LAW DEPT 10 DEC 1941 GOVT OF MYSORE

May be approved

Minister L-S 9

Hm 11/12/41 for HC 11 12 41

11-12-41 3478

Hm 12/12/41

Draft for pl 13/12/41

Send with a draft G.O for appt

Issue for 13 12 41

TYPING SECTION 13 DEC 1941 GEN REV SECTT

14/12/41

12/12

To The Accl Commr, Bcsr, thro PDs 24
The Rev Commr
The Comptroller
The Secy CRB
No L 5143-46 & 15-12-41
Sanctions the proposal

17/12

17/12

BANGALORE CITY MUNICIPALITY

1791

No A5.27a741

Encl 3.

MUNICIPAL OFFICES

Bangalore 18th September 1941

From

ABDUL AZIZ KHAN Esq B.A
MUNICIPAL COMMISSIONER
BANGALORE CITY

To

H V. Narayana Rao, Esq., B.A., LL B ,
SECRETARY TO THE GOVERNMENT
OF HIS HIGHNESS THE MAHARAJA OF MYSORE,
LAW DEPARTMENT BANGALOI E

SECY LAW DEPT - 7 23 SEP 1941 GOVT OF MYSORE

I have the honour to state that much difficulty is being experienced in tracing old records, etc., which require proper sorting and indexing This work cannot be managed by the existing staff A proposal to create the post of an Assistant Record Keeper in grade Rs 20-1-25 and to appoint R Rama Rao an experienced official of this office in the vacancy was therefore placed before the Managing Committee who have accorded sanction to the same on 9-9-1941 The Municipal Council have approved of the opinion of the Managing Committee at their meeting held on 13-9-1941 Copies of the resolutions of both the Managing Committee and the Municipal Council as also a copy of the President's note in this/are connection enclosed for favour of obtaining the sanction of Government to the creation of the post of an Assistant Record Keeper in grade Rs 20-1-25 and to appoint R Rama Rao in the said vacancy

R Rama Rao who is working in this Municipality for the last 10 years as Dafterbund on Rs.15/- has gained sufficient experience and is turning out good work He is young and energetic He has passed Lower Secondary and studied up to V Form He is well conversant with the office procedure and can satisfactorily attend to Records sorting work I therefore recommend that his appointment in the post referred to

referred to above may be kindly sanctioned.

I have the honour to be,
S i r,
Your most obedient servant,

Forwarded with compliments.

Honorary President.

Municipal Commissioner.

-svs.

5/41-42

Minutes of the Proceedings of the Ordinary General Meeting of the City Municipal Council, Bangalore, held on Saturday the 13th September 1941 at 1 P M in the Council Chamber of the City Municipal Offices, Bangalore

-- oOo --

Present

1	Mr	R Subbanna	Hanumanthappa, Esq Hon President
2	"	N Kesavaiengar, B A ,BL	
3	"	Ramlal Thiwari	
4	"	L S Raju, M A(Hons), BL.,	
5	"	V Venkataramanappa	
6.	"	G Nanjappa	
7	"	K Hanumanthaah, B A , LL B	
8	"	T Gangadharaswamy	
9	"	B Narasimhiah	
10	"	V Venkateswarai Chetty	
11	"	V Ganga Setty	
12	"	K N Ramaswamy, B A	
13	"	K Shamarajaiengar, B A	
14	"	C N Narasinga Rao, B A ,BL ,	
15	"	H R Guruv Reddy, B A ,LL B ,	
16	"	M A Gopalaswami Iyengar, M A ,LL B ,	
17	"	M R Honnappa, B A ,BL ,	
18	"	B Subbiah, B Sc ,LL B ,	
19	"	Kota Kamakshiah Setty	
20	"	O S Nasarulla Sheriff, M A ,LL B ,	
21	"	Mirza M Azzizulla Beig	
22	"	S M M Razai	
23		A C Khaleel, B A ,B L ,	
24	Dr	M Royan, M D ,	

Absent

1	Mr	V K Covendarajulu,B A ,B L.,
2,	"	A Madhava Iyengar,B A ,
3	"	M V Narayana Iyengar, B A ,B L ,
4	"	H C Suryanarayana Rao
5	"	V Chikkayellappa

-- --

-- oOo --

Bs'

BANGALORE CITY MUNICIPALITY.

-- oOo --

Proceedings of the Meeting of Council dated the 13th September 1941.

- oOo -

Addl.Sub.No.18.-

Opinion of the Managing Committee dated 9-9-1941 that an Assistant Record Keeper's post on Rs.20-1-25 may be created and R Rama Rao, Head Office, may be appointed on Rs.20/- in that post

Resolution -

A p p r o v e d .

Sd/- W. H. Hanumanthappa,
Hon. President.

-- oOo --

"C O P Y"

MUNICIPAL COMMISSIONER.

svs.

BANGALORE CITY MUNICIPALITY

-- oOo --

Proceedings of the Managing Committee meeting

dated the 9th Septr.1941.

- oOo -

Urgent Sub.No.1 -

Office Note that an Assistant Record Keeper's post on Rs.20-1-25 may be created and R. Rama Rao, Head Office, who has good experience of the records,etc , be appointed on Rs.20/-in that post

Resolution -

S a n c t i o n e d .

Sd/-W.H. Hanumanthappa,
Chairman
Hon. President.

-- oOo --

"C o p y"

Municipal Commissioner

svs.

Note re the appointment of an Assistant Record Keeper on Rs 20-1-25

-- oOo --

It is of common knowledge that records relating to so many subjects are not forthcoming whenever they are urgently required The defect could be traced to want of proper sorting and indexing This work seems to be in hopeless arrears and to do this work a clerk is absolutely necessary to be in independent charge The Head Office seems to be in the habit of sending disposed of files to the records and the sub offices are not sending any files to the records, though they are completely disposed of by them Unless the files that are disposed of by the Sub Offices are sent to the records. it is likely that some files will be hopelessly split up, a portion dealt in one sub office being separately filed without the corresponding portion, which is attended to by another branch.. If the system of recording has to be carried through thoroughly and the records properly maintained, the sub offices also should be made to send the records to the Central Records where they should be properly arranged and indexed and lodged. The following are some of the records which require special scrutiny and attention -

1 Council proceedings to be sorted and bound from the year 1937-38

2 Administration reports, budget copies are to be sorted and bound.

3 Open files to be properly sorted and filed

4. The time-barred records have to be sorted and indexed and destroyed in time, to minimise space in the records room

5. To sort various registers which are permanent, such as, Khirdies, General Cash Books, General Receipt Registers, Petitions Registers, License Registers

6 To sort the Gazette and get them bound

7 To sort the payment vouchers, chellans and cheque books

These are only a few of the items that require immediate attention The present Record Keeper is already saddled with very heavy work and it is not possible to expect from him the additional work referred to To do this work efficiently a separate

separate clerk is absolutely necessary Hence it is suggested that R. Rama Rao who has very good experience in Record Sorting work, may be appointed as Assistant Record Keeper on Rs 20-1-25

The present Record Keeper has the following routine work which by itself takes away practically the whole day -

1 Issue of Toll and Market Ticket books, Octroi and Mohatarfa receipt books, after checking them, stamping and issuing them with a certificate.

2. Placing orders for stationery, receiving the same and issuing the same to the several sub-offices, in addition to the issue of stationery to the clerks in the Head Office daily

3 Placing orders for printing various forms and books, bye-laws etc., with the approved contractors and issuing them whenever required

4 Producing records before the Courts.

5. Ordinary correspondence connected with the grant of copies, etc.

6 Production of files as per requisitions

In these circumstances, I am strongly of opinion that the post of an Assistant Record Keeper is absolutely necessary to improve matters and I therefore strongly recommend that R Rama Rao may be appointed in that place in the grade of Rs. 20-1-25.

Sd/-W. H. Hanumanthappa,
Hon President

"Copy"

Municipal Commissioner.

Appendix F G—1]

SUBJECT

Section ml

File No

Serial No

Diary No of letter replied to

No 12929

To

The ml Commr, Bezwada

thro the PDs

General and Revenue Secretariat

( )

the *193*

Sir,

Date of issue 9th October 1941

Signed by Mr. G. Ramachandra

with reference to your letter no A5-271/41 D/18-9-41 requesting sanction to the creation of the Post of an apptt of Asstt Record Keeper on Rs 20-1-25 in the city ml office and the apptt of one R Rama Rao to the Post, I am directed to ~~request you to be so good as to state~~ enquire whether the apptt in question will be a promotional one or a recruitment, general or Special one

I have etc

for

Dy Secy to Govt

Law Deptt

List of enclosures

Copied by

Examined by

WD 0563—GPB—30 000—6 1 39

2521

BANGALORE CITY MUNICIPALITY

No A5.271/41 MUNICIPAL OFFICES

Encl Bangalore 25th October 1941

From

ABDUL AZIZ KHAN ESQ B A
MUNICIPAL COMMISSIONER
BANGALORE CITY

To

H. V. Narayana Rao, Esq., B.A., LL.B.,
SECRETARY TO THE GOVERNMENT
OF HIS HIGHNESS THE MAHARAJA OF MYSORE,
LAW DEPARTMENT BANGALORE

SECY LAW DEPT 27 OCT 1941 GOVT OF MYSORE

Sir

With reference to your letter No.L.2929 dated 9-10-1941 desiring to know the details as to the classification of the vacancy of the Assistant Record Keeper in grade Rs.20-1-25 to be newly sanctioned, etc., I have the honour to state that this vacancy comes under II Class appointments of clerks, etc., which have to be filled up from the approved list of the Central Recruitment Board for Class II appointments. At present there are two thrown-out candidates in the said series Until these two are absorbed, no vacancy in the said series can be classified. Besides, there is no promotion vacancy in Class II series as per G.O.No 905-1000/C.R B.12-40-4 dated 23-8-1940

I may add that the post of the Assistant Record Keeper in question requires an experienced official who is conversant with office procedure and record sorting rules R Rama Rao who has been recommended for being appointed in the said vacancy has put in a service of over 10 years in this Municipality. He is conversant with office procedure and specially fit for a Record Keeper's place, as he at present as Dafterband is assisting the Record Keeper In the interest of efficient work, this official has been recommended for the post I request that the Government may kindly be moved to accord sanction to the appointment of the Assistant Record Keeper and to fix up R Rama Rao in the post, the vacancy not being taken up to account

for

for purposes of classification.

I have the honour to be,
S i r,
Your most obedient servant,

Municipal Commissioner.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No 4657 *Dated Bangalore* 3rd December '41.

FROM

The Secretary to the Government of His Highness the Maharaja of Mysore

Law Department

To

The Municipal Commissioner,
Bangalore City

Through. The President.

Sir,

With reference to the correspondence ending with your letter No.A5.271/41 dated 25th October 1941, in the matter of the appointment of R. Rama Rao as the Assistant Record Keeper in the City Municipal Office, I am directed to observe that when there are two thrown out Central Recruitment Board recruits viz., M.C. Tejopal and Mahomed Ismailkhan who have worked in the Municipality for about 6 and 2 months respectively the proposal to promote R. Rama Rao Dafterband as Assistant Record Keeper on Rs. 20-1-25 will come in the way of the said two recruits. A period of six months ought to suffice for a recruit to pick up experience in the records. If that is not so, some other experienced official of the Municipality may be deputed to work in the Records and the recruit posted in his place. If that too is not possible, the promotion of the said Rama Rao as the Assistant Record Keeper on Rs. 20-1-25 will have to be sanctioned. But it will count against a future General Class II vacancy of a clerk in your Unit.

P T O.

2 ✓

Appendix F G—1]

SUBJECT

Section

File No

Serial No

Diary No of letter replied to

No 44657

To The Ml Commr, Brigs, Hts Offs

General and Revenue Secretariat

( )

the *19*

Sir,

Date of issue 30 December 41

With reference to the Cor-
respondence ending with your
letter No AS 271/41 dy 25-10-1941
Signed by Mr. B Ramachandra Rao
on the matter of the appointment
of P Rama Rao as the Assistant
Record Keeper in the Cof Ml
office, I am directed to observe
that when there are two
thrown out CRB recruits
viz, Ml C. Tejopal and Mahomed
Ismail Khan who have
worked in the Mly for about

List of enclosures

Copied by

Examined by

WD 086—GPB—40 000—30 7 40

6 and 2 months respectively, the
proposal to promote P. Rama Rao
Dafterband as Asstt Record Keeper
on Rs 20-1-25 will come in
the way of the ~~above~~ said two recruits
A period of six months ought to
for a recruit to pick up
first ~~sufficient~~, experience to
~~the recruit to work~~ in the records.
If that is not so, some other experienced
official of the Mofussil may be Posted
to work in the Records & the
recruit posted in his place.
If that too is not possible, the
promotion of ~~P. Rao~~ the said Rama Rao
as the Asstt Record Keeper on
to be
Rs 20-1-25 will have to be counted against a future general class II
Vacancy of a clerk in your unit
~~I~~ I am therefore to request
you to ~~forward~~ make submit, in the light of the above facts,
your definite recommendation
~~opinion~~ in the matter to enable
Govt to pass necessary orders.

I have etc

for Law Secretary

BANGALORE CITY MUNICIPALITY

3333/L

No A5 271/41 MUNICIPAL OFFICES

Encl Bangalore 5th December 1941

ML 5-12-41-23

GEN & R.V SECRETARIAT -3 DEC 1941

From

ABDUL AZIZ KHAN Esq B A
MUNICIPAL COMMISSIONER
BANGALORE CITY

To

SECY LAW DEPT 5 DEC 1941 GOVT OF MYSORE

H V Narayana Rao, Esq, B A, LL B,
Secretary to the Government
of His Highness the Maharaja of Mysore,
Law Department, Bangaloi e

Sir

With reference to your letter No L 4657 dated 3-12-1941, calling for my definite recommendation, regarding the appointment of R Rama Rao to the post of Assistant Record Keeper in grade Rs 20-1-25 (to be sanctioned), I have the honour to state that by experience, it is seen that recruits who had put in even more than 6 months of service cannot do well in record sorting work and there is no other official in the grade of Rs 20-1-25 who is so well conversant in Record Sorting work as Rama Rao In the interest of efficient work, I request that the appointment of R Rama Rao in the present vacancy of the Assistant Record Keeper may be kindly sanctioned as already recommended the next general Class II vacancy of clerks in this Unit being given a set off to this vacancy

I have the honour to be,
S i r,
Your most obedient servant,

A A Khan

Municipal Commissioner

SVS

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

Read —

Correspondence ending with letter No.A.5-271/41 dated 5th December 1941 from the Municipal Commissioner, Bangalore City, stating that the Municipal Council have at their Meeting held on 13th September 1941, approved of the creation of the post of an Assistant Record Keeper in the City Municipal Office on a grade pay of Rs.20-1-25 per mensem and of the appointment of one R.Rama Rao, Dafter-bund of the said office to the new post referred to and requesting sanction to the resolution of the Municipal Council, including the creation of the post and the nomination, the next General Class II vacancy of Clerks in the Unit being set off against this vacancy.

ORDER NO. L5143-46/DPC55-41-24

Bangalore, Dated 15th December 1941.

S A N C T I O N E D

for Secretary to Government,
Law Department

To--The Municipal Commissioner, Bangalore City, through the President, Bangalore City Municipality.
The Revenue Commissioner in Mysore, Bangalore
The Comptroller to the Government of Mysore.
The Secretary, Central Recruitment Board.

KDN/6

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

Read —

Correspondence ending with letter No.A.5-271/41 dated 5th December 1941 from the Municipal Commissioner, Bangalore City, stating that the Municipal Council have, at their Meeting held on 13th September 1941, approved of the creation of the post of an Assistant Record Keeper in the City Municipal Office on a grade pay of Rs.20-1-25 per mensem and of the appointment of one R.Rama Rao, Dafter-bund of the said office to the new post referred to and requesting sanction to the resolution of the Municipal Council, including the creation of the post and the nomination, the next General Class II vacancy of Clerks in the Unit being set off against this vacancy.

ORDER NO. L5143-46/MC 53-41-24

Bangalore, Dated 15th December 1941.

S A N C T I O N E D

(Draft) for Secretary to Government,
Law Department.

To--The Municipal Commissioner, Bangalore City, through the President, Bangalore City Municipality.
The Revenue Commissioner in Mysore, Bangalore
The Comptroller to the Government of Mysore.
The Secretary, Central Recruitment Board.

KDN/6

App F VI—G 2]

SUBJECT

Diary No of letter replied to

General and Revenue Secretariat

( )

the *193*

Proceedings of the Government of His Highness the Maharaja of Mysore

Section ml

File No 55-41

Serial No 24

Date of issue 15th Dec. 1941

Signed by Mr-G-Ramachandra Rao

Read—

Correspondence ending with letter No H5 27/41 Dy 5-12-41 from the Chief Commr, Bcly Rce stating that the ml cl have, at their meeting held on 13-9-41, approved of the creation of the Post of an Assistant Record Keeper in the city ml office on a grade pay of Rs 20-1-25 and of the appointment of one D Rama Rao, Daffedar of the said office to the new post referred to [illegible] and requesting

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette English Part ?

(iv) [illegible]slated ?

(v) placed at the disposal of the press?

(vi) published in the Gazette Kannada Part I

Order thereon—No

Sanction to the resolution (including the creation of the post) for nomination of the Mc council, for one Gen'l Class IV Vacancy of Clerks in the cadre being set off against the Vacancy

Order No 543-46

Sanctioned.

This order going to take effect from 15-12-1941

for Secy to Govt

Law Deptt 13/12

To the Mc Commrs, Bcig. thro P&D ✓

The Rev Commr in Bryson ✓

The comptroller. ✓

Copy to Secy C R D ✓

List of Enclosures

13/12

Copied by 13/12 6 Copies

Examined by